

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: May 17, 2002

FROM: Steven A. Blazer, Accounting Supervisor

SUBJECT: FISCAL YEAR-END CLOSING TIMETABLE

The purpose of this memorandum is to list the final dates by which Accounts and Control must receive various types of accounting documents in order to ensure that they are posted during the fiscal year ending June 30, 2002. The cutoff time on each due date is 4:00 PM. Documents received by this office after that time will be deemed to have missed the deadline and will be processed accordingly.

Please keep in mind that any documents we receive without all the necessary authorized signatures will be returned to you with an audit slip. Since this could result in a deadline being missed, you are urged to route all documents to all necessary intermediaries (i.e. Budget Office, Purchasing, etc.) on a timely basis and to follow up with these intermediaries as the due dates get closer. As a general guideline, any document that needs Budget Office approval should be sent in time for the Budget Office to receive it at least four business days before the applicable Accounts and Control due date.

The target processing dates listed herein are the dates by which this office expects to have posted each of the described transactions.

You may call either me at 222-6408 or Maureen Fletcher at 222-5067 if you have any questions regarding this timetable.

/hh
CFO:02-48

**OFFICE OF ACCOUNTS AND CONTROL
FY02 YEAR-END CLOSING TIMETABLE**

<i>DUE DATE</i>	<i>PROCEDURE</i>	<i>TARGET PROCESSING DATE</i>
May 21, 2002	<p>Deadline for submitting <u>to the Budget Office</u> your list of FY02 line-item-sequence-fund-source account number segments that should be inactivated in <u>FY03</u> (Please include legacy account and BOC with the RI-SAIL line- item-sequence -fund-source).</p> <p>It is now the responsibility of the Budget Office, not the Office of Accounts and Control, to inactivate unnecessary accounts.</p>	N/A
May 31, 2002	The Budget Office will send Accounts and Control a list showing which accounts have had transactions in FY02 but which, in their opinion, should not have. In such cases, they will also indicate to us the account numbers to which any such transactions should be transferred. Once we have posted all necessary transfers, the Budget Office will inactivate the accounts that were cleaned out to prevent their usage for the remainder of the fiscal year.	June 14, 2002
May 31, 2002	Deadline for submitting written requests to Accounts and Control for permission to submit A-16's for FY02 with an explanation of your agency's particular circumstances. Amounts lower than \$50,000 per invoice will not be considered for accounts payable treatment. Purchase order numbers should be referenced on your request where applicable.	July 17, 2002
June 17, 2002	Agencies may begin entering FY03 payment transactions in RI-SAIL by using an effective date of 07/01/02 or later.	N/A
June 26, 2002	Deadline for submitting DOT contract vendor payments for FY02 to Accounts and Control.	June 27, 2002
July 8, 2002	Deadline for submitting final rotary billings for FY02 to Accounts and Control.	July 12, 2002

**OFFICE OF ACCOUNTS AND CONTROL
FY02 YEAR-END CLOSING TIMETABLE**

<i>DUE DATE</i>	<i>PROCEDURE</i>	<i>TARGET PROCESSING DATE</i>
July 10, 2002	Deadline for agencies to submit final Accounts Receivable spreadsheet for FY02.	July 12, 2002
July 10, 2002	Deadline for submitting vendor payment transactions (including revenue refund transactions) for FY02 to Accounts and Control. Be sure to use a 06/30/02 or earlier effective date on all such transactions--otherwise they will be posted automatically to FY03.	July 15, 2002
July 10, 2002	Deadline for entering receiving reports in RI-SAIL in those cases where you received goods or services from a vendor on or before June 30, 2002 but have not yet received an invoice from the vendor and will not be submitting an A-16. Failure to meet this deadline will result in the expenditure ultimately being posted against FY03 appropriations, not FY02.	N/A
July 11, 2002	Deadline for submitting A-16's for FY02 to Accounts and Control. Only those A-16's supported by requests submitted by May 31, 2002 will be processed. Please provide purchase order numbers where applicable.	July 19, 2002
July 16, 2002	Deadline for submitting adjustments and interdepartmental transfers for FY02 to Accounts and Control.	July 19, 2002
N/A	Final statements for FY02 will be available.	August 1, 2002